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<b>Executives and Business Professionals</b>			
<b>Advertising</b>		<b>Home Office Expenses</b>	
Business Cards		Heat	
Booth/Vendor Fees		Lights	
Social Media Ads		Internet	
Purchased Ad Space		Water	
Sponsorships		Sewage	
Other: _		Garbage	
<b>Insurance</b>		Office Desk	
General Liability Insurance		REPAIRS	
Errors & Omission insurance		Reconditioning Floors	
Part of Homeowners insurance		Repainting interior or exterior walls	
Insurance		Cleaning and repairing roofs and gutters	
Dental Insurance		Fixing plumbing leaks	
Vision Insurance		Other	
Health Insurance		Office Furniture	
Disability Insurance		Printer Paper & Ink	
Long Term Care Insurance		Scanner	
Other: _		Folders	
<b>Software Expenses</b>		Paper clips, pens, etc.	
Quoting Software			
DocuSign		-	
Customer relationship management		<b>Equipment Purchases</b>	
Other: _		Cellular Phone	
<b>Bank/Merchant Expenses</b>		FAX Machine, Calculator, and Copier	
Merchant Fees *If you take credit card		Shredder, Safe, Laminator, Scanner	
Paypal payment fees		Computers and Printers	
Bank account fees		Modems and computer peripherals	
Money Wire Expense		Other: _	
Checks purchase		Briefcase	
Other		Electronics	
		Extension Cords	
		Windows Software	
		Anti Virus Software	
-		Apps for mobile phone	
<b>Miscellaneous Expenses</b>			
Misc 1			
Misc 2			
Misc 3`		:	-